



Department of Energy
Washington, DC 20585

July 28, 1999

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM:

BILL RICHARDSON

A handwritten signature in dark ink, appearing to read "Bill Richardson", is written over the printed name.

SUBJECT:

Memorandum of Understanding (MOU) between the
Department of Energy (DOE) and the Small Business
Administration (SBA) on Woman-Owned Small Businesses

The Department of Energy recently signed the attached Memorandum of Understanding (MOU) with the Small Business Administration (copy attached) to work together to maximize procurement opportunities for woman-owned small businesses.

The Federal Acquisition Streamlining Act of 1994 (P.L. 103-355) established the government wide goal for participation by small business concerns owned and controlled by women at not less than 5 percent of the total value of all prime contract and subcontract awards for each subsequent fiscal year.

Although in recent years the Department has implemented several initiatives that focus on woman-owned small businesses, prime contract awards remain under 3 percent and subcontract awards under 4 percent. Therefore, I am requesting that you work with DOE's Office of Small and Disadvantaged Business Utilization and the Woman-Owned Small Business Advocate to implement the MOU, as well as explore any other avenues to improve procurement opportunities for woman-owned small businesses.

The Federal Government awards approximately \$200 billion annually. Woman-owned small businesses receive approximately 2 percent of those awards. The Department is committed to ensuring a fair share of its procurement dollars are awarded to woman-owned small businesses.

Attachment

MEMORANDUM OF UNDERSTANDING

between

THE U.S. DEPARTMENT OF ENERGY

and

THE U.S. SMALL BUSINESS ADMINISTRATION

The U.S. Department of Energy (DOE) and the U.S. Small Business Administration (SBA) (the parties) have an interest in increasing the participation of Women-Owned Small Businesses (WOSB) in Federal procurement.

By executing this Memorandum of Understanding (MOU), DOE and SBA support implementation of the Federal Acquisition Streamlining Act of 1994 (P.L. 103-355) (FASA) which established the Government-wide goal for participation by small business concerns owned and controlled by women at not less than 5 percent of the total value of all prime contract and subcontract awards for each subsequent fiscal year.

DOE and SBA agree to work together in performing their respective obligations under this MOU.

RESPONSIBILITIES

SBA's Responsibilities In Support of the MOU:

1. SBA will provide DOE with a list, as requested, of WOSB 8(a) firms.
2. SBA will report regularly to the President and to the Cabinet about the progress of Federal agencies in fostering women's business enterprise in the Federal marketplace and in meeting the 5 percent goals.
3. SBA will offer formal Government and press recognition of this MOU.
4. SBA will link its Internet web site to the DOE's Office of Small and Disadvantaged Business Utilization (OSDBU) web site.
5. SBA will help DOE use PRO-Net to identify WOSB with products and services that fill DOE procurement needs.

6. SBA and DOE will meet at the conclusion of each fiscal year to review the accomplishments under this MOU and to define methods for increasing the participation of women-owned small businesses in the next fiscal year.
7. SBA will participate, at DOE's request, in training programs held for WOSB, subject to the availability of funds.
8. SBA will support and advise the Women-Owned Business Advocate Working Group, made up of representatives of OSDBUs from various procurement agencies. This Group will meet quarterly to provide a forum for issues pertaining to WOSB.
9. The Program Manager for the WOSB Procurement Program will be the point of contact from the SBA and will provide assistance and advice to DOE on methods to increase the participation of women-owned small businesses.
10. SBA, through its Office of Women's Business Ownership, will establish and maintain a list of women-owned business associations and organizations for DOE's use, upon request, in distribution of procurement information for the benefit of women-owned businesses.
11. Representatives of SBA will participate in DOE OSDBU's sponsored outreach activities, to the extent possible.

DOE's Responsibilities in Support of the MOU:

1. DOE will appoint a Women's Business Advocate in DOE Headquarters and in each Head of Contracting Activity (HCA). These advocates will serve as direct liaisons to the women-owned small business community and will aggressively encourage each HCA procurement office and program office to consider WOSB for all procurement opportunities. They will work to raise the visibility of women-owned small business in day-to-day procurement activities.
2. DOE's OSDBU will form a WOSB advisory committee, made up of representatives from DOE contracting activities, to discuss methods to promote contracting and subcontracting opportunities for WOSB.
3. DOE's OSDBU will organize a program for recognition of contracting activities that are the most successful in promoting and awarding WOSB prime contracts and subcontracts.

4. The Secretary of Energy will issue a statement describing his desire to maximize the participation of women-owned small businesses in contracting with DOE and in subcontracts under DOE contracts.
5. DOE will plan and organize a "women business enterprise day" throughout the Department to provide a forum for DOE OSDBU officials, other small business officials, procurement personnel and program personnel to discuss procurement opportunities with WOSB.
6. DOE will use SBA's PRO-Net database and its own database to match WOSB with DOE procurement opportunities.
7. DOE's OSDBU will publish a special edition of its small business newsletter, "IMPACT", focusing on WOSB issues, highlighting WOSB success stories, and encouraging mentoring between successful WOSB and other women-owned small businesses which have recently begun a business.
8. DOE will actively highlight information on procurement opportunities for WOSB by establishing a link on the OSDBU web site to DOE's Office of Procurement and Assistance Management's web site.
9. DOE will support the Interagency Committee on Women's Business Enterprise and the National Women's Business Council in fostering women-owned small business enterprise.
10. DOE's OSDBU will work with SBA in an attempt to increase subcontracting opportunities for WOSB.
11. DOE's OSDBU will encourage its prime contractors to consider WOSB as proteges for its Mentor-Protege Program.
12. DOE's OSDBU will design training programs for WOSB to educate WOSB on marketing strategies and on doing business with the Federal Government.

FUNDING LIMITATIONS

This MOU shall not be used to obligate or commit funds or as the basis for the transfer of funds.

TERM

This MOU will remain in effect for two years from the date of execution, and may be renewed by written agreement of SBA and DOE.

TERMINATION

This MOU may be terminated by either party upon 30 days written notice to the other party.

RESPONSIBLE OFFICIALS

The officials responsible for this MOU are:

SBA: Judith A. Roussel
Associate Administrator for Government Contracting
(202) 205-6460

DOE: Sarah Summerville
Director
Office of Small and Disadvantaged Business Utilization
(202) 586-7377

SIGNATURES

The parties signing below accept the terms of this MOU:



Bill Richardson, Secretary
U.S. Department of Energy

May 25, 1999

Date



Aida Alvarez, Administrator
U.S. Small Business Administration

MAY 14 1999

Date